

24 MAR 1965

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Current Interest Items

1. Coding of Employee Qualifications

Our proposal for employing contract personnel to complete the task of re-coding employee qualifications under a more refined system adopted to computer applications was approved by the Executive Director-Comptroller. However, this approval was subject to the condition that the funds required (\$15,000 in FY 1964 and \$50,000 in FY 1965) be absorbed within the Office of the Deputy Director for Support. [REDACTED] has advised us that the \$15,000 required for FY 1964 can be made available but that he cannot assure us that the \$50,000 for FY 1965 will be forthcoming. The Office of Personnel cannot absorb this requirement within its FY 1965 budget and we believe it would be undesirable to launch this project without assurance that it can be completed. We doubt that we can recruit people to work on it just for the remainder of FY 1964 and, allowing for clearance time (or re-clearance time for retirees) there would not be much productive time left in the year. The volume of work that could be performed within the short period for which funds are available would not, we believe, be significant in relation to the total job to be done. Consequently, we have dropped our plans for accelerating completion of this job through the use of contract employees. Regular staff employees in the Qualifications Analysis Branch will continue work on it

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2. William A. Jump Award

We were notified on 20 March that [REDACTED] had been selected as a recipient of the William A. Jump Award. This award is usually presented at the annual awards ceremony of the Department of Agriculture. When information is received as to time and place, we will report further on plans for attendance by Agency personnel at the ceremony.

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3. Lenten Religious Services

Attendance and good will offerings at the services on Wednesday, 18 March, were as follows:

	<u>Attendance</u>	<u>Offering</u>
Catholic Service	204	\$48.20
Protestant Service	146	\$28.37

4. UHLIC and DEHTA Insurance

As of the close of business 20 March, [REDACTED] applications for increased UHLIC coverage and 453 new applications had been received. A total of [REDACTED] applications for coverage under the DEHTA plan had been received.

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~~CONFIDENTIAL~~

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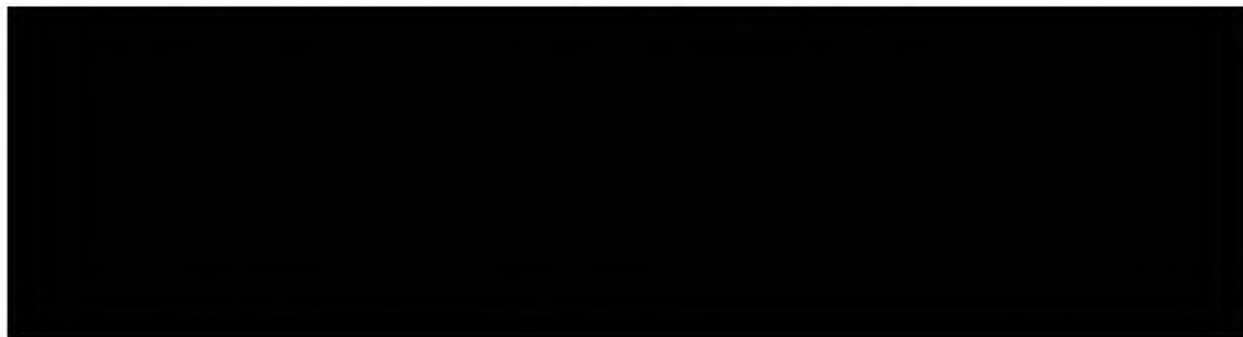
5. Spring Fund Drive
As of close of business 20 March 1964:

	<u>National Health</u>	<u>Joint Crusade</u>
<u>Completion rate</u> (Percent of envelopes returned)	43%	43%
<u>Participation rate</u> (Percent of returned envelopes containing contributions)	85%	79%
Total amount contributed	\$15,040	\$9,000
Average contribution	[REDACTED]	
<u>As of end of 1963 drive:</u>		
Participation rate	85%	75%
Total amount contributed	\$31,363	\$15,924
Average contribution	[REDACTED]	

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Reminders were sent to Division Chairmen 23 March to turn in all envelopes by 31 March, closing date of the Agency's drive.



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7. Placement Follow-Up Interviews

As a result of discussions prompted by an inquiry from the IS Survey team concerning the Agency's counselling program and facilities, we propose to re-institute placement follow-up interviews at least on a spot-check basis for a trial period. Such follow-up interviews are ordinarily made about 90 days after a new employee enters on duty and, if indicated by the results, a second follow-up is made at the end of 180 days following EOD. These interviews are conducted by placement officers and give the new employee an opportunity to discuss his impressions and reactions about his job and any questions or problems that he wishes to raise.

Distribution:

0 & 1 - Addressee

1 - Mr. [REDACTED]

1 - D/Pers chrono

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Benett D. Echols

Director of Personnel

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